

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For Procurement under a

SIMPLIFIED PURCHASE AGREEMENT

as requested from the U.S. Government Printing Office (GPO) by

various Government agencies

NOTE: DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO THE TERM CONTRACT/SPA UNIT (DEBI MERCHANT (404) 605-9160 ext. 9173, E-MAIL dmerchant@gpo.gov; OR DEBBIE CHRISTMAS, (404) 605-9160 ext. 9180, E-MAIL dchristmas@gpo.gov). NO COLLECT CALLS.

CONTRACTOR PROPOSAL: Contractors interested in establishing a Simplified Purchase Agreement with GPO Atlanta must complete and submit the attached SPA CONTRACTOR PROPOSAL FORM, pages 5 and 6 to the Atlanta RPPO. Proposals may be faxed (404) 605-9185/9186, or mailed to the U.S. Government Printing Office, Atlanta, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318.

If you already have a Purchase Order for 8405-M you do NOT need to resubmit a proposal; however, if you need to update information, please indicate this on your fax.

DESCRIPTION OF AGREEMENT: This Simplified Purchase Agreement (SPA) is established between the Government Printing Office (GPO) and commercial suppliers for various supplies and services which include but are not limited to the following: color copying, duplicating, litigation copying, printed products, typesetting, electronic forms design, and promotional items. It provides simplified procedures for various Government agencies to acquire these supplies and services from commercial sources while reducing administrative costs and providing opportunity for local small business concerns to support this need in their area.

This agreement shall be used by various Government agencies beginning when executed and ending upon notification by the GPO. It is to acquire required supplies and services with a cost per order not to exceed the procurement authority of the person placing each order up to a maximum of \$10,000.00.

SCOPE: Color copying, duplicating, litigation copying, printed products, typesetting, electronic forms design, calligraphy and other related supplies and services as required. Products required include books, pamphlets, flat sheet forms, certificates, typesetting, forms design, and various other items.

SECURITY: The contractor shall take all necessary precautions to insure against loss of forms or other reproducibles at any time prior to delivery to destination.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. When indicated, all extra copies, materials, waste, etc. must be destroyed.

Additionally, when litigation copying is required, the Government reserves the right to require the contractor to furnish a listing of all personnel which will handle orders produced under this SPA in order that a background check may be conducted.

SCHEDULE: Orders will require delivery from approximately 4 hours up to 20 workdays or more after availability of furnished material, depending upon the complexity of the work required and the requirements of the ordering agency.

QUOTATIONS: Quotations will be solicited by the ordering agency for each individual order.

Quotations will be solicited by telephone, facsimile, e-mail, or other electronic communication and must be provided by telephone, facsimile, e-mail, or other electronic communication within timeframe indicated on the work order. Exception: The contractor may respond with a "no quote" if unable to perform the requirements of the order in the time required.

Quotations must include complete pricing. Quotations submitted for individual orders must be the lowest quotation for any customer for like products or services under any terms or conditions. Counter offers, if any (such as specification suggestions or alternate schedules) may be submitted.

Quotations must include a separate total price of any Superintendent of Documents copies to be delivered f.o.b. destination as indicated on the work order. Quotations for Supt. Docs copies are exclusive of any makeready or setup costs.

Notice of acceptance of quotation to the contractor and availability of material will be given by facsimile, e-mail, or other electronic communication within 30 minutes (or as otherwise indicated) after receipt of quotations.

Work order and government furnished material must be picked up after notification of acceptance of quotation and availability of material, when required. The majority of orders will be picked up from the Agency facility or transmitted by other method mutually agreed upon by the contractor and ordering activity.

Under this SPA, work will be placed with the contractor quoting to meet all the requirements of the order and providing the **best value** to the Government, considering price and other factors. Generally quotations will be solicited from three or more sources. However, to further reduce administrative costs for work valued at \$1,000 or less, a single quotation may be solicited. In such cases, work may be placed without additional quotations, or additional quotations may be solicited to assure a fair and reasonable price.

AUTHORIZED INDIVIDUALS: Contractors must provide quotes to and accept work only from authorized individuals. A list of individuals authorized to solicit quotations and place work under this SPA is located at the following web site: <https://www.onlinedocumentcenter.com>. GPO Atlanta will provide Company Name, User Name, and Password upon award of a Purchase Order.

CONTRACT TERMS: The provisions of GPO Contract Terms, GPO Publications 310.1 and 310.2, as applicable, are a part of each order placed under this agreement. Specific provisions of this agreement or individual orders under this agreement will prevail if in conflict with GPO Contract Terms, and quality levels will apply when specified on an individual order. Both publications are available at the GPO web site:

<http://www.contractorconnect.gpo.gov>

QUALITY ASSURANCE LEVELS: A typical physical description of the quality levels follows:

Level I – At this level products are generally multicolor or process color work. Illustrations may be very fine line drawings, multicolor illustrations, or up to 300-line screen halftones.

Level II – Overall appearance is of primary importance. Products in this level generally have single color or multicolor subject matter. Finishing must be held to high standard of accuracy, durability, and appearance.

Level III – Generally requires clean, sharp printing of single or multi-color work (general process color work) and halftone reproductions up to 150-line screen. Finishing must be held to above average standards of accuracy, durability, and appearance.

Level IV – Products which provide general information, usually black and white or line color (non-process) and occasional halftone reproductions. Utility is important, as well as basic, clean appearance. Finishing must be of an accuracy, durability, and appearance that does not impair the function of the product.

Level V – One color type and line work only.

PAPER: The paper required will be as specified at the time of order. When paper ordered under this SPA references for a Joint Committee on Printing Code Number, it must meet the requirements of Government Paper Specification Standards No. 11, dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or available in PDF format on the GPO web site.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products as ordered under this agreement.

GOVERNMENT TO FURNISH: Material as specified with the work order. Furnished materials and work order will be available for pickup by the contractor as indicated on the work order. If electronic transmittal is mutually agreed upon, the materials will be sent to the contractor within one hour. Pickup will be in the area indicated on the work order. Complete addresses will be given to the contractor at the time of notification of award.

A Work Order Form will be used to place all orders. The work order form must be used as a delivery receipt/billing document and submitted for payment, and it must contain signatures of both agency and contractor representatives.

DELIVERY OF SHIPMENT: Orders must be delivered f.o.b. destination, to the address indicated, unless otherwise indicated on the work order.

Deliver f.o.b. destination any required copies for the Superintendent of Documents to the address indicated on the individual work order when ordered.

NOTE: On orders requiring litigation copying, the contractor is responsible for submitting a work order, signed by the ordering agency indicating the date delivered, and the final count and cost, prior to billing the GPO.

MODIFICATIONS: Modifications increasing the total cost of a work order to an amount in excess of the purchaser's authority limit must be authorized and executed by the GPO Contracting Officer **prior to the additional performance**. All other modifications can be handled informally by the ordering agency.

PAYMENT PROCEDURES: Submit all billing to: Comptroller, Stop FMCE, Office Of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO web site for more information.).

Contractor submission of a signed work order constitutes representation that the material ordered has been delivered as specified and the contractor agrees to replace or repair non-conforming materials.

GPO will accept written or facsimile signed work orders and will pay only electronically.

GPO will pay contractor 30 days after receipt of signed work order/billing documents.

Payments in less than 30 days may be made to contractors offering a suitable discount for payment in the shorter timeframe.

NOTE: Prompt payment discounts will not be a factor in determining award of the individual work order.

CONTRACTOR PROPOSAL: The Contractor's proposal must be completed in full. (See pages 5 and 6)

SPA CONTRACTOR PROPOSAL FORM

By submission of this offer, the contractor certifies that the quotations for individual jobs under this SPA will be the lowest for any customer for like products or services under any terms or conditions.

The following individuals are authorized to provide a quote for individual jobs:

NAME	TELEPHONE NUMBER	FAX NUMBER	E-MAIL
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(attach a separate sheet if necessary)

The hours of business for accepting requests for quotations are: _____

Please provide the name of the largest major city near your firm's location. _____

Web Address (if applicable): _____

Company: _____

Address _____

(City/State/Zip Code)

By: _____ Date: _____
(Contractor's Signature)

(Printed Name) (Contractor Code*)

***NOTE: IF YOUR FIRM IS NOT CURRENTLY A GPO VENDOR, PLEASE INCLUDE AN EQUIPMENT LIST.**

Please indicate which of the following services and products will be available under the agreement.

Printing:

- ☐ Single Color
- ☐ Multiple Colors
- ☐ Process Color

Copying:

- ☐ Black
- ☐ Color

Oversized Copying:

- ☐ Black
- ☐ Color

Digital Imaging:

- ☐ Black
- ☐ Color

Binding:

- ☐ Saddle Stitch
- ☐ Perfect
- ☐ Spiral
- ☐ Comb
- ☐ Velo
- ☐ Tape

Proofs:

- ☐ Blueines
- ☐ Matchprint or Equal
- ☐ Digital

Products:

- ☐ Books/Pamphlets
- ☐ Forms - Single Leaf
- ☐ Forms - Multipart
- ☐ Certificates
- ☐ Invitations
- ☐ Envelopes - Printing Only
- ☐ Envelopes - Construction and Printing
- ☐ Folders - Presentation, Pocket, etc.
- ☐ Tab Dividers
- ☐ Binders
- ☐ Signs

- ☐ Posters
- ☐ Banners
- ☐ Decals/Labels
- ☐ Stickers
- ☐ Tags
- ☐ Maps
- ☐ Bookmarks - Paper
- ☐ Bookmarks - Ribbon
- ☐ Blueprints
- ☐ Plaques
- ☐ Presentation Materials
- ☐ Transparencies
- ☐ Promotional/Recruitment Items (T_Shirts, Buttons, etc.)
- ☐ Microfilm/Microfiche
- ☐ Magnetic Cards
- ☐ Bags - Paper
- ☐ Bags - Canvas
- ☐ Bags - Plastic

Services:

- ☐ CD ROM Duplicating
- ☐ Editorial Services
- ☐ Translations
- ☐ Publication Art, Graphic Design
- ☐ Electronic Media
- ☐ Screen Printing
- ☐ Letterpress/Crash Printing over Furnished Forms
- ☐ Printing on Plastics
- ☐ Litigation Copying
- ☐ Bates Numbering/Labeling
- ☐ Thermography
- ☐ Foil Stamping
- ☐ Embossing
- ☐ Engraving
- ☐ Die-Cutting
- ☐ Laminating
- ☐ Mounting
- ☐ Framing
- ☐ Calligraphy
- ☐ Mailing Preparation/Services

OTHER SERVICES: _____
